3

FUNCTIONALITY

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INTRODUCTION

For Inpatient Rehabilitation Facility users, the basic functions of the QIES ASAP IRF-PAI Submission system include:

- Establishing the communication connection with CMSNet
- Submitting electronic IRF-PAI records

This section of the IRF-PAI Submission User's Guide for the QIES ASAP System provides instructions for these functions.

ESTABLISHING THE COMMUNICATION CONNECTION

The communications component of QIES ASAP system supports the transfer of IRF-PAI data between IRF providers and the National Submissions Database. In order to connect to the National Submissions Database, you must first ensure that you have a CMSNet user ID and that communications software is correctly installed on your PC.

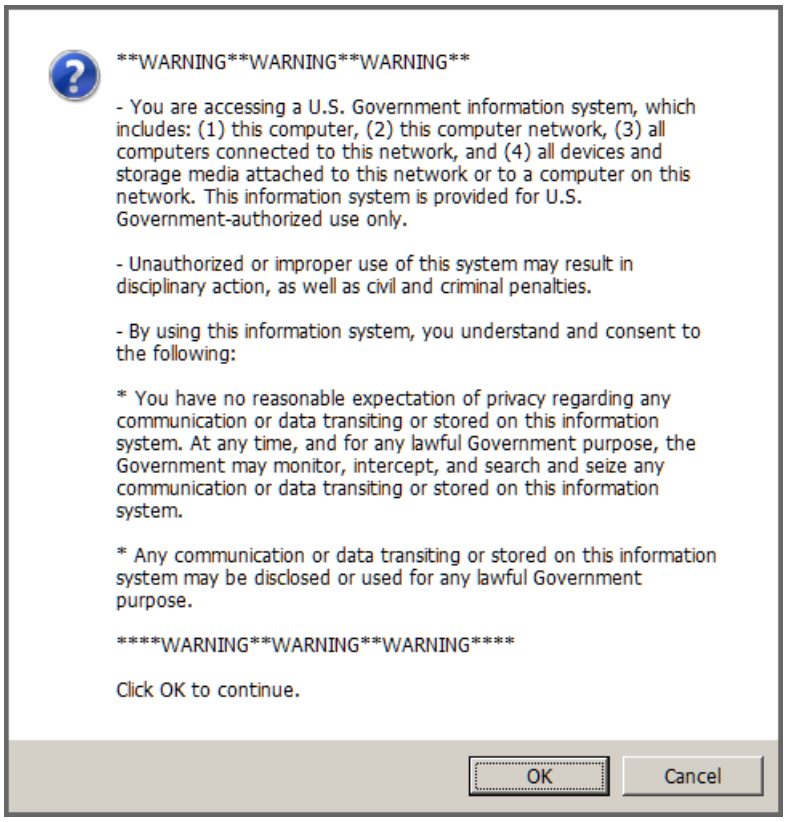
NOTE: To install software on your computer, you must have Administrative Rights. If you were not granted Administrative Rights to install software to your PC, please contact your computer support personnel.

To obtain a CMSNet user ID, complete and submit the CMSNet Access Request Form found on the QIES Technical Support Office (QTSO) web site at https://www.qtso.com/cmsnet.html. A software installation guide for the CMSNet remote user is available on the same web page to assist you with the installation of the communications software. The software installation guide includes instructions for connecting to CMSNet once the software is installed.

NOTE: If you encounter difficulties connecting to CMSNet, contact the CMSNet Help Desk at (888) 238-2122.

Prior to accessing a CMS system such as QIES ASAP, a **U.S. Government-Authorized Use Only** pop-up window (Figure 3-1) is presented.

Figure 3-1. U.S. Government-Authorized Use Only Window


WARNINGWARNING**WARNING**
- You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
* You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
* Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.
****WARNING**WARNING**WARNING****
Click OK to continue.
OK
Cancel

The **U.S. Government-Authorized Use Only** pop-up window states:

- You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

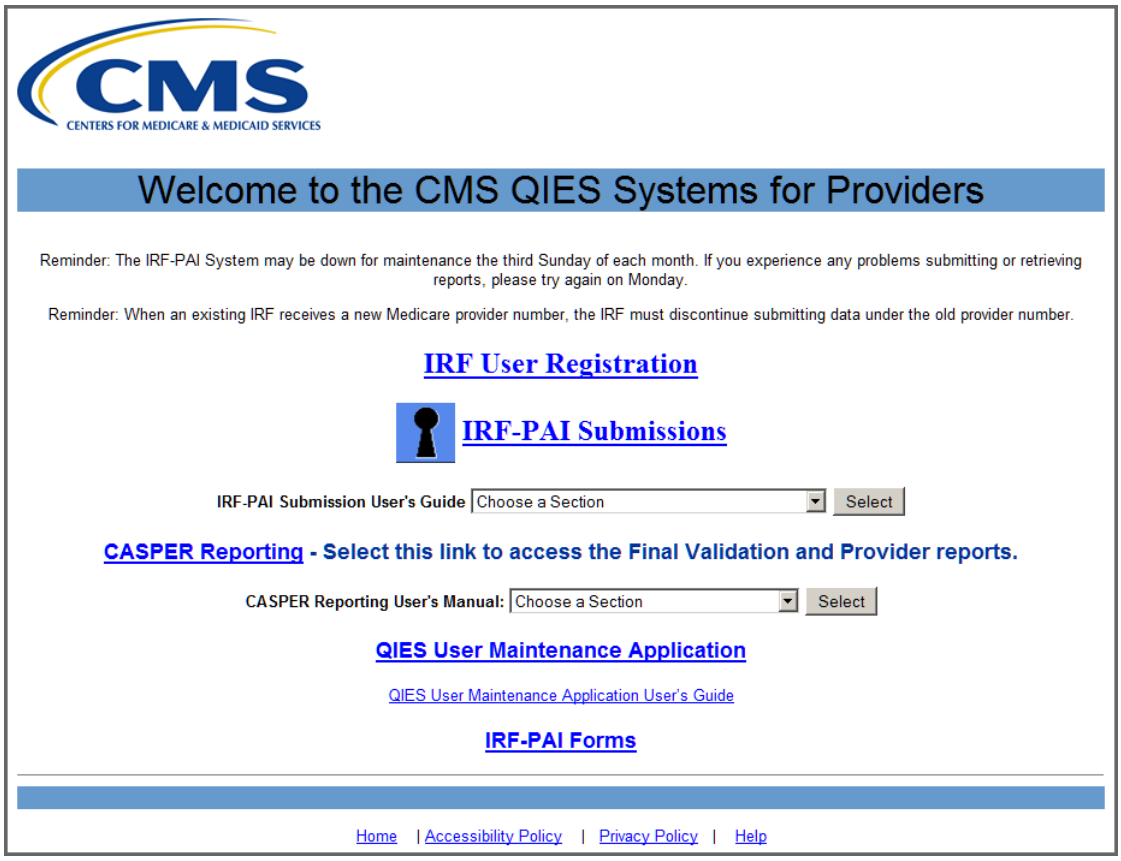
- By using this information system, you understand and consent to the following:

* You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

* Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

You may select the **Cancel** button if you do not wish to access the CMS system. Otherwise, select the **OK** button. The **Welcome to the CMS QIES Systems for Providers** page (Figure 3-2) is presented.

Figure 3-2. CMS IRF-PAI System Welcome Page


CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES
Welcome to the CMS QIES Systems for Providers
Reminder: The IRF-PAI System may be down for maintenance the third Sunday of each month. If you experience any problems submitting or retrieving reports, please try again on Monday.
Reminder: When an existing IRF receives a new Medicare provider number, the IRF must discontinue submitting data under the old provider number.
IRF User Registration
IRF-PAI Submissions
IRF-PAI Submission User's Guide
Choose a Section
Select
CASPER Reporting - Select this link to access the Final Validation and Provider reports.
CASPER Reporting User's Manual:
Choose a Section
Select
QIES User Maintenance Application
QIES User Maintenance Application User's Guide
IRF-PAI Forms
Home | Accessibility Policy | Privacy Policy | Help

Accessing the QIES ASAP System for IRF-PAI Submissions

The **Welcome to the CMS QIES Systems for Providers** page includes the following links:

- IRF User Registration – access to the Provider User Registration system to register for and activate a user ID for use with the IRF-PAI Submissions and CASPER Reporting systems
- IRF-PAI Submissions – access to the QIES ASAP system to submit initial or corrected IRF-PAI records
- CASPER Reporting – access to the CASPER Reporting application for requesting and viewing IRF provider reports
- QIES User Maintenance Application – access to the QIES User Maintenance application (QUMA) for self-service User ID reset and forgotten password retrieval functions

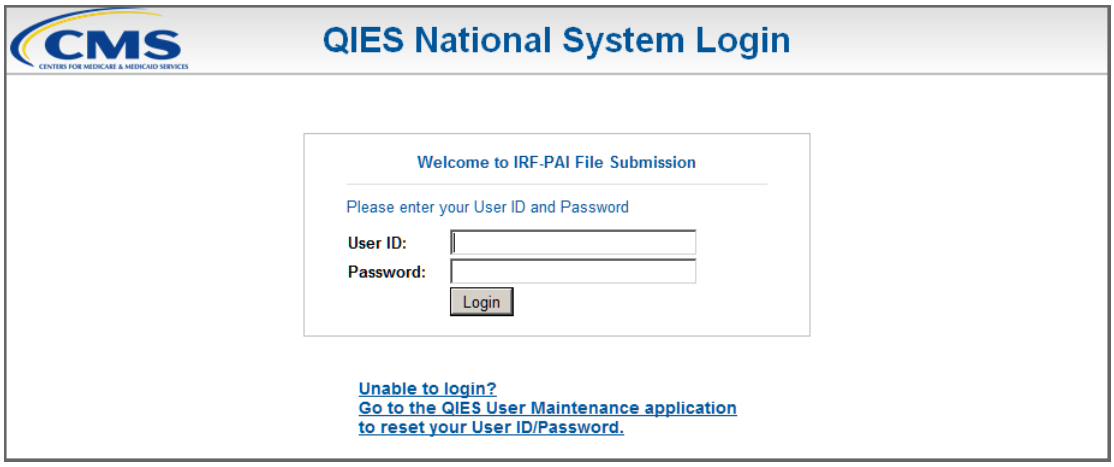
- QIES User Maintenance Application User's Guide – access to the user's guide for the QIES User Maintenance application
- IRF-PAI Forms – access to security and assessment deletion/move request forms

The **Welcome to the CMS QIES Systems for Providers** page also includes drop-down boxes from which you may select sections of the following user's guides:

- IRF-PAI Submission User's Guide for the QIES ASAP system
- CASPER Reporting.

1. From the **Welcome to the CMS QIES Systems for Providers** page, select the IRF-PAI Submissions link. The **QIES National System Login** page (Figure 3-3) for the IRF-PAI File Submission system is presented.

Figure 3-3. QIES National System Login Page



NOTE: Persons using the JAWS screen reader must start the JAWS application *prior* to accessing the **QIES National System Login** page in order to maintain password privacy.

The **QIES National System Login** page presents *User ID* and *Password* fields, a **Login** button, and an Unable to login? Click here to reset your User ID/Password link with which you may access the QUMA for password self-service functions.

The following shortcut keys are available for you to access elements of the **QIES National System Login** page:

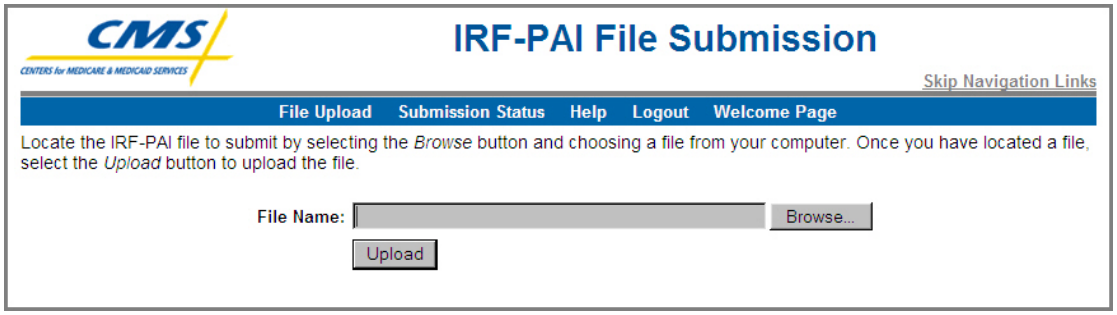
Alt + u	User ID field
Alt + w	Password field
Alt + g	Login button
Alt + q	QIES User Maintenance Application link

2. Type your user ID and password in the appropriate fields and select the **Login** button.

NOTE: If you do not have a user ID and password with which to access the QIES ASAP system for IRF-PAI file submissions, access the Provider User Registration system from the link available on the **Welcome to the CMS QIES Systems for Providers** page. Your user name and password allow you to access both the IRF-PAI File Submission and CASPER Reporting systems.

The IRF-PAI File Submission system **File Upload** page (Figure 3-4) is presented.

Figure 3-4. IRF-PAI File Submission System Upload Page


IRF-PAI File Submission
Skip Navigation Links
File Upload
Submission Status
Help
Logout
Welcome Page
Locate the IRF-PAI file to submit by selecting the Browse button and choosing a file from your computer. Once you have located a file, select the Upload button to upload the file.
File Name:
Browse...
Upload

NOTE: After 12 minutes with no interaction with the server, a pop-up dialog box warns you that your online session will timeout in 3 minutes and asks if you would like to extend it. Select the **OK** button to extend your session. After 15 minutes of inactivity you are automatically logged out of the QIES ASAP system and must log in with your user ID and password in order to use the system once again.

Each page of the IRF-PAI File Submission system includes the following constants:

- The CMS logo and the title of the application, IRF-PAI File Submission, span the top

- A Skip Navigation Links link – to the far-right, under the CMS logo and the application title

  The Skip Navigation Links link allows users utilizing assistive readers to bypass the menu bar items, moving focus to the main body of the current page.

  The keyboard shortcut to quickly bring focus to the Skip Navigation Links link is Alt + n. Once in focus, press Enter to activate the link.

- The IRF-PAI File Submission system menu bar – under the Skip Navigation Links link

  The IRF-PAI File Submission system menu bar provides access to the functionality of the IRF-PAI File Submission system.

MENU BAR

The IRF-PAI File Submission system menu bar (Figure 3-5) includes the following options.

- File Upload – accesses the **File Upload** page; refer to the *Submitting IRF-PAI Data* section of this document for more information
- Submission Status – accesses the **Submission Status** query page; refer to the *Submission Status* section of this document for more information
- Help – accesses the **Help** page
- Logout – logs the active user out of the QIES ASAP system
- Welcome Page – accesses the **Welcome to the CMS QIES Systems for Providers** page (Figure 3-2) and the links found there to the IRF-PAI Submissions User's Guide, the CASPER Reporting system, and the CASPER Reporting User's Manual.

Figure 3-5. IRF-PAI File Submission System Menu Bar

The following shortcut keys bring focus to items on the IRF-PAI File Submission system menu bar:

Alt + 1	File Upload
Alt + b	Submission Status
Alt + p	Help
Alt + o	Logout
Alt + 0 (zero)	Welcome Page

With focus on one of these items, press the Enter key to access the associated function.

NOTE: Shortcut keys utilizing numbers function only with the numeric keys along the top of the keyboard. They do not function with the numeric keys in the "10-key" pad of the keyboard.

Help

The *Help* item on the IRF-PAI File Submission system menu bar allows you to access the IRF-PAI File Submission system Help links (Figure 3-6).

Figure 3-6. IRF-PAI File Submission Help Page

The following Help links are available for the IRF-PAI File Submission system:

- Accessibility Policy
- Contact Us
- Privacy Policy

The following shortcut keys bring focus to the IRF-PAI File Submission system Help links:

Alt + 7	Accessibility Policy
Alt + 8	Contact Us
Alt + 9	Privacy Policy

With focus on one of these items, press the Enter key to access the associated function.

NOTE: Shortcut keys utilizing numbers function only with the numeric keys along the top of the keyboard. They do not function with the numeric keys in the "10-key" pad of the keyboard.

Accessibility Policy

The Accessibility Policy link accesses the IRF-PAI File Submission system **Accessibility Policy** page (Figure 3-7). The IRF-PAI File Submission system **Accessibility Policy** page is presented by default when the *Help* item on the IRF-PAI File Submission system menu bar is selected.

Figure 3-7. IRF-PAI File Submission System Accessibility Policy Page

CMS
CENTERS for MEDICARE & MEDICAID SERVICES
IRF-PAI File Submission
Skip Navigation Links
File Upload
Submission Status
Help
Logout
Welcome Page
Accessibility Policy | Contact Us | Privacy Policy
Accessibility Policy
The QIES Technical Support Office makes every effort to ensure our Web site is accessible for people with disabilities and meets current accessibility standards, including those defined by Section 508 of the U.S. Rehabilitation Act and the W3C's Web Content Accessibility Guidelines. We are actively engaged in the ongoing process of testing our Web site for compliance with current accessibility standards.
We are committed to addressing issues that prevent people with disabilities from accessing our site and its content in a timely manner. If you should find that you are unable to or have difficulty accessing information via our Web site, please contact our help desk.
E-mail:help@qtso.com
Phone: 800-339-9313

The IRF-PAI File Submission system **Accessibility Policy** page displays the following message:

> The QIES Technical Support Office makes every effort to ensure our Web site is accessible for people with disabilities and meets current accessibility standards, including those defined by Section 508 of the U.S. Rehabilitation Act and the W3C's Web Content Accessibility Guidelines. We are actively engaged in the ongoing process of testing our Web site for compliance with current accessibility standards.
>
> We are committed to addressing issues that prevent people with disabilities from accessing our site and its content in a timely manner. If you should find that you are unable to or have difficulty accessing information via our Web site, please contact our help desk.
>
> E-mail: help@qtso.com
>
> Phone: 800-339-9313

Contact Us

The Contact Us link accesses the IRF-PAI File Submission system **Contact Us** page (Figure 3-8).

Figure 3-8. IRF-PAI File Submission Contact Us Page

IRF-PAI File Submission
Skip Navigation Links
File Upload
Submission Status
Help
Logout
Welcome Page
Accessibility Policy | Contact Us | Privacy Policy
Contact Us
If you should find that you are unable to or have difficulty accessing information via this Web site, please contact the help desk.
QTSO Help Desk
E-Mail: help@qtso.com
Phone: 800-339-9313
Fax: 888-477-7871

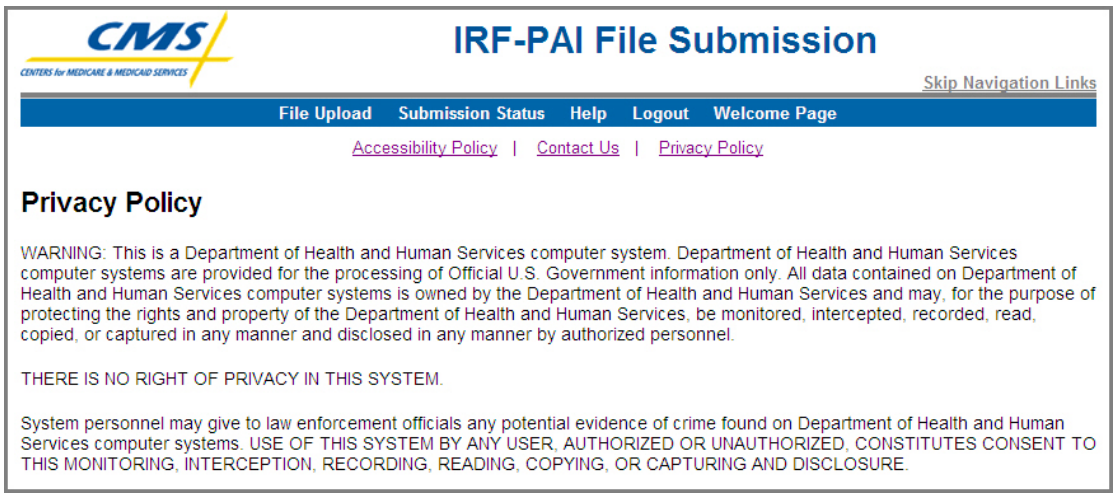
The IRF-PAI File Submission system **Contact Us** page displays the following message:

> If you should find that you are unable to or have difficulty accessing information via this Web site, please contact the help desk.
>
> QTSO Help Desk
>
> E-Mail: help@qtso.com
>
> Phone: 800-339-9313
>
> Fax: 888-477-7871

Privacy Policy

The Privacy Policy link accesses the IRF-PAI File Submission system **Privacy Policy** page (Figure 3-9).

Figure 3-9. IRF-PAI File Submission System Privacy Policy Page


IRF-PAI File Submission
Skip Navigation Links
File Upload
Submission Status
Help
Logout
Welcome Page
Accessibility Policy | Contact Us | Privacy Policy
Privacy Policy
WARNING: This is a Department of Health and Human Services computer system. Department of Health and Human Services computer systems are provided for the processing of Official U.S. Government information only. All data contained on Department of Health and Human Services computer systems is owned by the Department of Health and Human Services and may, for the purpose of protecting the rights and property of the Department of Health and Human Services, be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized personnel.
THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM.
System personnel may give to law enforcement officials any potential evidence of crime found on Department of Health and Human Services computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

The IRF-PAI File Submission **Privacy Policy** page displays the following message:

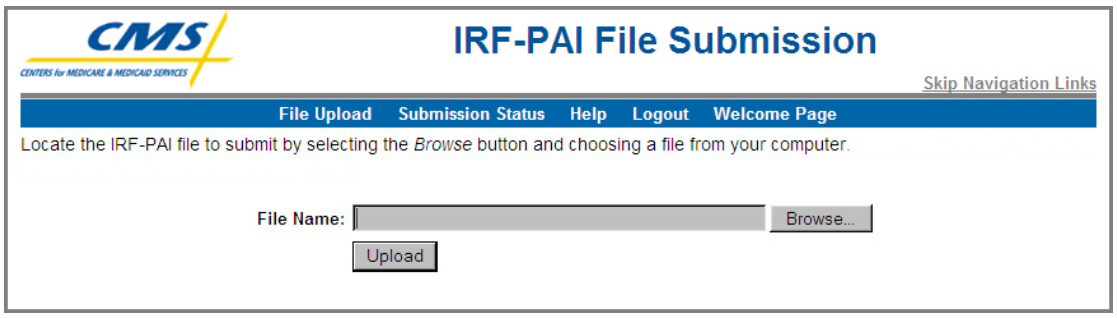
> WARNING: This is a Department of Health and Human Services computer system. Department of Health and Human Services computer systems are provided for the processing of Official U.S. Government information only. All data contained on Department of Health and Human Services computer systems is owned by the Department of Health and Human Services and may, for the purpose of protecting the rights and property of the Department of Health and Human Services, be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner by authorized personnel.
>
> THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM.
>
> System personnel may give to law enforcement officials any potential evidence of crime found on Department of Health and Human Services computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE.

Logout

The *Logout* item on the IRF-PAI File Submission system menu bar allows you to end your session and exit the IRF-PAI File Submission system. When you select the *Logout* item, the **QIES National System Login** page is presented.

1. To submit IRF-PAI data, access the IRF-PAI File Submission system **File Upload** page (Figure 3-10). The IRF-PAI File Submission system **File Upload** page is presented by default when you successfully log into the system.

Figure 3-10. IRF-PAI File Submission System File Upload Page



NOTE: You must use software capable of encoding IRF-PAI records and exporting data files in accordance with CMS's standard record layout specifications.

The IRF-PAI File Submission system **File Upload** page provides the following instructions:

> Locate the IRF-PAI file to submit by selecting the *Browse* button and choosing a file from your computer. Once you have located the file, select the *Upload* button to upload the file.

The IRF-PAI File Submission system **File Upload** page includes a *File Name* field and **Browse** and **Upload** buttons.

The following shortcut keys bring focus to elements of the IRF-PAI File Submission system **File Upload** page:

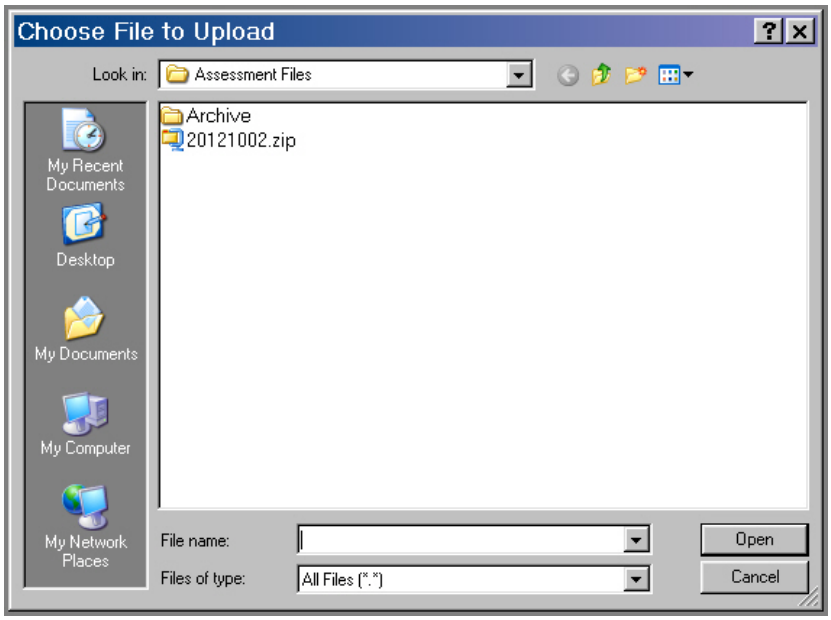
Alt + 2	File Name field
Alt + 3	Upload button

NOTE: Shortcut keys utilizing numbers function only with the numeric keys along the top of the keyboard. They do not function with the numeric keys in the "10-key" pad of the keyboard.

2. Select the **Browse** button to locate the file you wish to submit.

Depending upon the version of Windows running on your computer, a Windows **File Upload** or **Choose File** (Figure 3-11) or similar dialog box is presented with which you can browse through the names of the folders and files available on your computer hard drive, network drive, or media inserted into the CD/DVD or floppy disk drive.

Figure 3-11. Windows Choose File to Upload Dialog Box



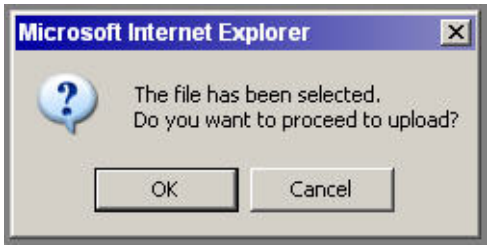
3. Select *All Files* from the drop-down list in the *Files of type* field so that you do not limit the types of files shown in the list.

NOTE: The IRF-PAI File Submission system only processes compressed (zipped) files with a ".zip" extension. You may not upload a file with anything other than a ".zip" extension.

4. Select the drive on which your submission file is stored from the drop-down list associated with the *Look In* field (e.g., C: is your computer's hard drive and A: or B: the floppy disk drive). The file(s) available on the selected drive are listed in the main body of the dialog box.

5. To select a file for submission, double click on the file name or highlight the file name and then select the **Open** button. The **File Upload** dialog box closes. The name of the selected file is populated into the *File Name* field on the IRF File Submission system **File Upload** page, and a **Proceed to Upload?** dialog box (Figure 3-12) is presented.

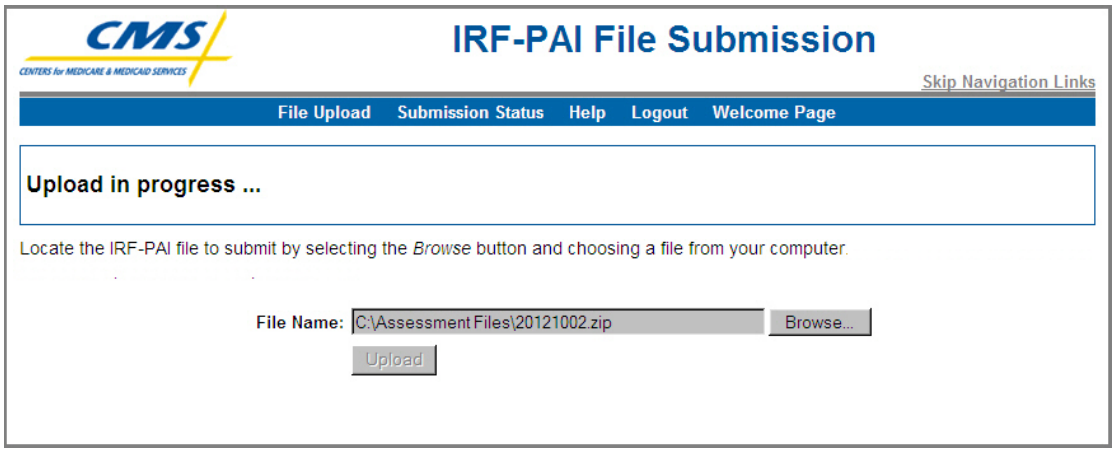
Figure 3-12. Proceed to Upload? Dialog Box



6. Select the **OK** button to proceed with the upload or the **Cancel** button if you do not wish to submit the selected file at this time.

If you choose to proceed with the upload, the IRF-PAI File Submission **File Upload** page displays an "Upload in progress …" message (Figure 3-13).

Figure 3-13. Upload In Progress Message



NOTE: The time it takes for the IRF-PAI File Submission system to receive the IRF-PAI file you submitted depends upon the size of your file and concurrent system activity. Until you receive confirmation that your file was successfully uploaded, do not exit the IRF-PAI File Submission system or perform any other function. You risk interrupting the file upload process if you do not wait for the confirmation message.

When the submitted file is successfully received at the National Submissions Database, an **Upload Completed** dialog box (Figure 3-14) is presented.

Figure 3-14. Upload Completed Dialog Box

7. Select the **OK** button to continue.

The IRF-PAI File Submission **File Upload** page now displays a message (Figure 3-15) confirming that the file you submitted was received at the National Submissions Database.

Figure 3-15. Submission Received Confirmation Message

CMS
CENTERS for MEDICARE & MEDICAID SERVICES
IRF-PAI File Submission
Skip Navigation Links
File Upload
Submission Status
Help
Logout
Welcome Page
Your submission has been received:
Print
Submission ID: 1307827
Submission Date: 10/17/2012 09:14:13
File Name: 20121002.zip
Your submission file will be processed for errors within 24 hours. The Final Validation Report, which contains detailed information about your submission, may be accessed in the CASPER Reporting application. It is recommended that you print and retain the Final Validation Reports.
Locate the IRF-PAI file to submit by selecting the Browse button and choosing a file from your computer.
File Name:
Browse...
Upload

The confirmation message provides the following information:

- Submission ID – the numeric identifier assigned to your file by the IRF-PAI Submission system
- Submission Date – the date and time that the National Submissions Database received your file in the Eastern time zone
- File Name – the name of the file that you submitted

The confirmation message also includes the following notation:

> "Your submission file will be processed for errors within 24 hours. The Final Validation Report, which contains detailed information about your submission, may be accessed in the CASPER Reporting application. It is recommended that you print and retain the Final Validation Reports."

NOTE: The confirmation message only indicates successful receipt of the file at the National Submissions Database. Errors that exist in the submitted file are identified only when the QIES ASAP system subsequently validates the file.

8. Print the confirmation message for your records at this time. The confirmation message is cleared once you perform another IRF-PAI File Submission system function and is **not** available for printing later. A Print link [Alt + r] is provided for your convenience.

NOTE: Please print the confirmation message or otherwise note this information so that you may identify the corresponding IRF-PAI Facility Final Validation Report in the CASPER Reporting application.
The Submission ID and the Submission Date/Time are also needed if you must report a problem with the submission to the QTSO Help Desk.

9. You may now submit another file or log out of the IRF-PAI File Submission system.

After your submitted IRF-PAI data file is successfully received at the National Submission Database, the QIES ASAP system validates the file structure and data content based upon the IRF-PAI data specifications. Within 24 hours of a successful submission, you may access a validation report in the CASPER Reporting application that provides a detailed account of any errors found during the validation of the records in the submitted IRF-PAI file.

SUBMISSION SYSTEM ERRORS

During the IRF-PAI file submission process, you may encounter one or more of the error conditions described below.

If you experience error messages or warnings from other software or hardware components used in association with the IRF-PAI File Submission system, please refer to the appropriate vendor-provided manuals.

NOTE: Errors that are encountered during the validation process are documented in Section 5, *Error Messages*, of this user's guide.

IRF-PAI File Path Error

The **IRF-PAI File Path Error** page (Figure 3-16) is presented when the system is unable to locate the file you specified on the IRF-PAI File Submission **File Upload** page.

Figure 3-16. IRF-PAI File Path Error Page

CMS
CENTERS for MEDICARE & MEDICAID SERVICES
IRF-PAI File Submission
Skip Navigation Links
File Upload
Submission Status
Help
Logout
Welcome Page
IRF-PAI File Path Error
The specified file could not be obtained.
Please go to the File Upload page, browse to the file and try to upload again.

The **IRF-PAI File Path Error** page displays the following message:

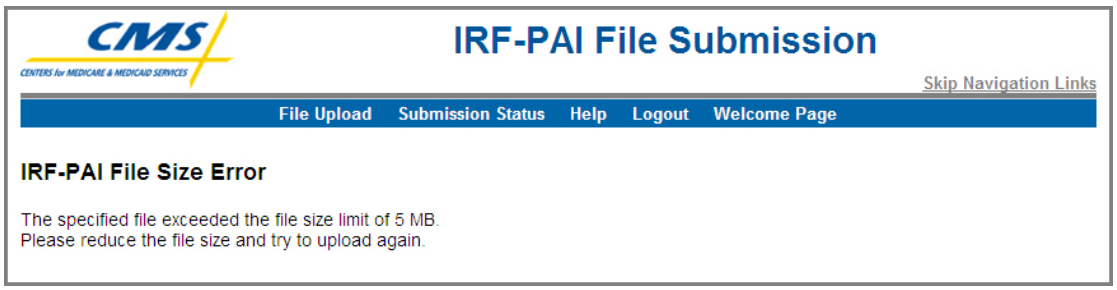
> The specified file could not be obtained. Please go to the File Upload page, browse to the file and try to upload again"

If you manually entered the path and name of your file, please correct your entry, or select the **Browse** button and locate the desired file with the Browse function.

IRF-PAI File Size Error

The **IRF-PAI File Size Error** page (Figure 3-17) is presented when the size of your submission file is larger than is allowed.

Figure 3-17. IRF File Size Error Page



The **IRF-PAI File Size Error** page displays the following message:

> The specified file exceeded the file size limit of 5 MB. Please reduce the file size and try to upload again.

Please recreate the compressed (zipped) submission file with fewer assessments so that the size of the submission file is less than 5 MB.

IRF-PAI File Submission Error

The **IRF-PAI File Submission Error** page (Figure 3-18) is presented when the upload fails due to an exception condition or interruption.

Figure 3-18. IRF-PAI File Submission Error Page

The **IRF-PAI File Submission Error** page displays the following message:

> An error has occurred. Please try again later. If the problem persists, contact the help desk for assistance.

Please attempt to upload your submission file later. If the error continues to occur, call the QTSO Help Desk for assistance.

SUBMISSION STATUS

The IRF-PAI File Submission system allows you to query and view the status of select submission files you successfully uploaded to the National Submission Database.

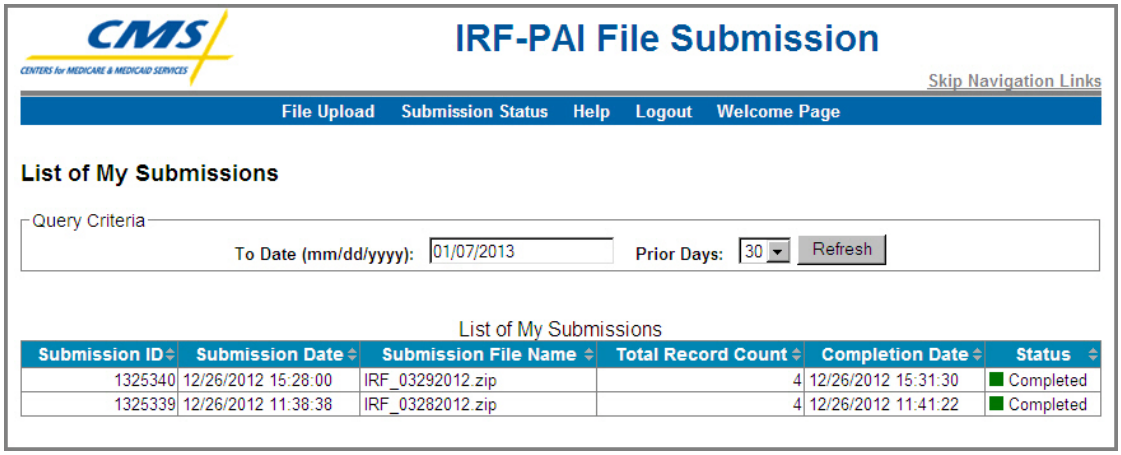
NOTE: IRF-PAI submissions prior to 10/01/2012 are not available for viewing on the **List of My Submissions** page.

To perform the default query that returns a list of the submission files you successfully uploaded today and yesterday, select the *Submission Status* item from the IRF-PAI File Submission system menu bar. A **Search Completed** dialog box (Figure 3-19) is presented indicating the number of records returned by the default search criteria.

Figure 3-19. Search Completed Dialog Box

Select the **OK** button to continue. The **Search Completed** dialog box closes, leaving the IRF-PAI File Submission **List of My Submissions** page (Figure 3-20) in full view.

Figure 3-20. List of My Submissions Page



The **List of My Submissions** page lists, by default, the submissions successfully uploaded yesterday and today that are associated with your user ID. For each submission the following information is provided in a tabular format:

- Submission ID – the numeric identifier assigned to a submission by the QIES ASAP IRF-PAI Submission system
- Submission Date – the date and time that the National Submissions Database received your file in the Eastern time zone
- Submission File Name – the name of the file that you submitted
- Total Record Count – the number of records in the submitted file
- Completion Date – the date and time that the IRF-PAI Submissions system completed validation of your file in the Eastern time zone
- Status – the current status of the submitted file:
  - Waiting – the submission file is waiting to be processed by the QIES ASAP IRF-PAI File Submission System
  - Processing – the submission file is being processed by the QIES ASAP IRF-PAI File Submission System
  - Completed – the submission file processing is complete
  - Error – a system error occurred during the processing of the file

NOTE: The list of submissions is presented in descending order by Submission ID. You can change the sort order of the tabular list by selecting the desired column heading.

The **List of My Submissions** page includes the following fields with which you can customize the query for submission files:

- *To Date* – the inclusive end date of the query in mm/dd/yyyy format; The default value is today's date.
- *Prior Days* – the number of days prior to the *To Date* you wish to query; The default value is 1, which includes submission records for today and yesterday (one day prior to today) in the query. The drop-down list associated with the *Prior Days* field includes options 0, 1, 2, 5, 10, and 30.

If you wish to view submissions for dates other than today and yesterday, modify the *To Date* and/or the *Prior Days* values and select the **Refresh** button.

NOTE: To print the **List of My Submissions** page, use the print function of your browser by accessing the *File* menu and then selecting the *Print* option.

The following shortcut keys bring focus to elements of the IRF-PAI File Submission system **List of My Submissions** page:

Alt + 2	To Date field
Alt + 3	Prior Days field
Alt + s	Refresh button

NOTE: Shortcut keys utilizing numbers function only with the numeric keys along the top of the keyboard. They do not function with the numeric keys in the "10-key" pad of the keyboard.